

ROUTING AND TRANSMITTAL		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. D/OIS		23 APR 1985
2. Mr. T. L. L. L.		
3. shut to m. d. per		
4. Joan d.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		
<p>Ben: do you want to talk with Harry?</p> <p>Joan: for distribution</p> <p>O - file</p> <p>all Directate 120's, C/FPLG/IMS,</p> <p>Flap panel members plus OGC, OKL</p> <p>Done 23/4</p>		
DO NOT use this form as a RECORD of approvals, concurrences, clearances, and similar actions		
FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
		Phone No.

5041-102

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

DD/A Registry

85-1915

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Implementing Procedures for FOIA Relief within the DO

FROM:

Director of Information Services
1205 Ames

EXTENSION

NO.

OIS 85-192

DATE

19 April 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT
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		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1.	EO/DDA 7 D 18 Headquarters	19-4		<i>[Signature]</i>
2.				
3.	ADDA	22 APR 1985		<i>[Signature]</i>
4.				
5.	DDA	22 APR 1985		<i>[Signature]</i>
6.				
7.				
8.				
9.				
10.	DD/OIS 1205 Ames	23 APR 1985		<i>[Signature]</i>
11.				
12.	D/OIS			
13.				
14.				
15.				

Harry:

Attached is a coordinated proposal between ourselves and DDO (IMS) on how to handle cases in process now that FOIA file designations have been approved.

Your concurrence will give the "blessing" of the IRC to this milestone.

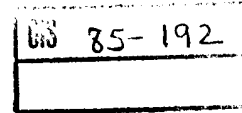
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I signed this but was rather surprised that we have to search "Designated" files for "My file" cases.

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ADMINISTRATIVE - INTERNAL USE ONLY



19 April 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Implementing Procedures for FOIA Relief within the DO

1. A meeting was held on 9 April 1985 between representatives of OIS/DA (Messrs. [redacted] and IMS/DO (Messrs. [redacted] to discuss implementing FOIA relief within the DO now that file designation have been approved.

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2. [redacted] asked that the DO keep track of how often FOIA searches led to records in designated files. He feels that the Agency will be asked this question and it would be a good statistic to have on hand. He also informed the group that in response to HPSCI concerns, the acknowledgment letters to FOIA requestors will indicate that requests will be processed subject to the CIA Information Relief Act of 1984. Finally, [redacted] reminded the group of the Agency commitment not to reduce staffing levels devoted to FOIA/PA during the initial two years following passage of the Act. He asked [redacted] to notify OIS if FOIA/PA staffing levels within the DO change during this time period.

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3. There was considerable discussion over cases presently in process in the DO and how processing should be completed or terminated. The following decisions were reached.

a. Beginning on 1 April, only non-designated files will be searched in response to FOIA requests. Requests from U.S. citizens and permanent resident aliens for "my file" will include searches of designated and non-designated files.

b. Cases which on 1 April 1985 completed the first level of review (i.e., been reviewed at the branch level, including analyst and branch chief review) will continue to be processed and completed.

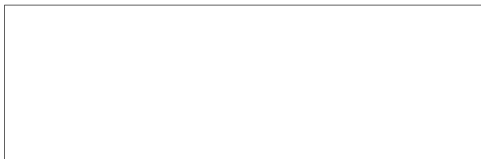
c. All other cases in process will be examined, and material found from files now designated as exempt from search will be removed. The cases will then be processed as appropriate.

d. The Office of General Counsel will be asked to determine what is to be considered as an "official investigation" as specified in the CIA Information Act of 1984.

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4. Procedures on how to handle cases in the administrative appeal process and the question of whether certain "older" cases would be completed will be the subject of a future meeting.

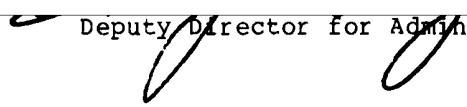


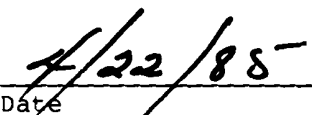
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CONCUR:



STAT


Deputy Director for Administration


Date